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TO : Chief, Intelligence School

DATE: 12 August 1958

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 32, 5 August - 12 August 1958

1. Mr. Baird inquired from [ ] whether or not and at what point OTR should have a machine in OTR Clerical Training to train personnel in the use of the Flexowriter (teletape) and what instruction, if any, will or should be included in Operations Support and Administrative Procedures. These questions were posed by [ ] He said that speaking "off the cuff" training on the Flexowriter, at the moment, is confined to tailor-made instruction in those areas where the Flexowriter is actually being used, but that subsequent OTR participation in this field would be more than welcome; that training in the mechanics of the use of the Flexowriter should be accomplished in Clerical Training, and Operations Support and Administrative Procedures should instruct in the general aspects of what the machine can do, its use and purposes.

25X1 In a later conversation which [ ] had with [ ]  
[ ] office, he said that training in this machine has two  
25X1 considerations: (1) instruction in the techniques of using the Flexowriter  
and (2) training in the teletape system, i.e., techniques in the prepara-  
tion of the teletape. [ ] has a brochure from the Friden Company  
on the mechanics of the Flexowriter which he is going to send us. In  
addition, he will lend us a copy of the handbook he is writing in the use  
of the teletape. This will have to be returned as he uses it in on-the-job  
instruction.

25X1 2. [ ] attended a preview of the film [ ]  
25X1 [ ] This film was prepared by the Department of the  
Army for the Strategic Intelligence School. It very briefly outlines the  
cultural, economic and political backgrounds of all the countries in Free  
Europe and indicates their strategic importance in the event of war.  
25X1 [ ] stated that the film has no value from the standpoint of  
25X1 [ ] Operations Support and Administrative Procedures.

25X1 [ ]  
25X1 [ ] present his lecture in Operations Support on the Principles of [ ]  
[ ] rather than the alternate on the faculty as this  
will be the first presentation of the new field supply procedures.

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